

Dear Chief Lee,

Thank you very much for coming to speak to our group earlier this month. I can tell you first hand that the employees here appreciated your sense of humor, relaxed presentation, and useful words of advice.

In fact, our Vice President of Human Resources recently incorporated a number of your suggestions into our evacuation plan. Thank you for volunteering to do this. It was a pleasure having you and we wish you a speedy recovery.

Eric Nakau